

## **SECTION 01 33 00**

### **DAP SUBMITTALS**

#### **PART 1 - GENERAL**

##### **1.1 SUMMARY**

- A. Section Includes:
  - 1. General methods and requirements of submissions applicable to the following Work-related submittals:
    - a. Shop Drawings
    - b. Product Data (including Standard Product List submittals)
    - c. Samples
    - d. Mock Ups
- B. Deviations from this City of Fort Worth Standard Specification
  - 1. None.
- C. Related Specification Sections include, but are not necessarily limited to:
  - 1. Division 0 – Bidding Requirements, Contract Forms and Conditions of the Contract
  - 2. Division 1 – General Requirements

##### **1.2 PRICE AND PAYMENT PROCEDURES**

- A. Measurement and Payment
  - 1. Work associated with this Item is considered subsidiary to the various items bid. No separate payment will be allowed for this Item.

##### **1.3 REFERENCES [NOT USED]**

##### **1.4 ADMINISTRATIVE REQUIREMENTS**

- A. Coordination
  - 1. Notify the City in writing, at the time of submittal, of any deviations in the submittals from the requirements of the Contract Documents.
  - 2. Coordination of Submittal Times
    - a. Prepare, prioritize and transmit each submittal sufficiently in advance of performing the related Work or other applicable activities, or within the time specified in the individual Work Sections, of the Specifications.
    - b. Contractor is responsible such that the installation will not be delayed by processing times including, but not limited to:
      - a) Disapproval and resubmittal (if required)
      - b) Coordination with other submittals
      - c) Testing
      - d) Purchasing
      - e) Fabrication
      - f) Delivery
      - g) Similar sequenced activities
    - c. No extension of time will be authorized because of the Contractor's failure to transmit submittals sufficiently in advance of the Work.

- d. Make submittals promptly in accordance with approved schedule, and in such sequence as to cause no delay in the Work or in the work of any other contractor.

B. Submittal Numbering

1. When submitting shop drawings or samples, utilize a 9-character submittal cross-reference identification numbering system in the following manner:
  - a. Use the first 6 digits of the applicable Specification Section Number.
  - b. For the next 2 digits number use numbers 01-99 to sequentially number each initial separate item or drawing submitted under each specific Section number.
  - c. Last use a letter, A-Z, indicating the resubmission of the same drawing (i.e. A=2nd submission, B=3rd submission, C=4th submission, etc.). A typical submittal number would be as follows:

03 30 00-08-B

- 1) 03 30 00 is the Specification Section for Concrete
- 2) 08 is the eighth initial submittal under this Specification Section
- 3) B is the third submission (second resubmission) of that particular shop drawing

C. Contractor Certification

1. Review shop drawings, product data and samples, including those by subcontractors, prior to submission to determine and verify the following:
  - a. Field measurements
  - b. Field construction criteria
  - c. Catalog numbers and similar data
  - d. Conformance with the Contract Documents
2. Provide each shop drawing, sample and product data submitted by the Contractor with a Certification Statement affixed including:
  - a. The Contractor's Company name
  - b. Signature of submittal reviewer
  - c. Certification Statement
    - 1) "By this submittal, I hereby represent that I have determined and verified field measurements, field construction criteria, materials, dimensions, catalog numbers and similar data and I have checked and coordinated each item with other applicable approved shop drawings."

D. Submittal Format

1. Fold shop drawings larger than 8 ½ inches x 11 inches to 8 ½ inches x 11 inches.
2. Bind shop drawings and product data sheets together.
3. Order
  - a. Cover Sheet
    - 1) Description of Packet
    - 2) Contractor Certification
  - b. List of items / Table of Contents
  - c. Product Data /Shop Drawings/Samples /Calculations

E. Submittal Content

1. The date of submission and the dates of any previous submissions

2. The Project title and number
3. Contractor identification
4. The names of:
  - a. Contractor
  - b. Supplier
  - c. Manufacturer
5. Identification of the product, with the Specification Section number, page and paragraph(s)
6. Field dimensions, clearly identified as such
7. Relation to adjacent or critical features of the Work or materials
8. Applicable standards, such as ASTM or Federal Specification numbers
9. Identification by highlighting of deviations from Contract Documents
10. Identification by highlighting of revisions on resubmittals
11. An 8-inch x 3-inch blank space for Contractor and City stamps

F. Shop Drawings

1. As specified in individual Work Sections includes, but is not necessarily limited to:
  - a. Custom-prepared data such as fabrication and erection/installation (working) drawings
  - b. Scheduled information
  - c. Setting diagrams
  - d. Actual shopwork manufacturing instructions
  - e. Custom templates
  - f. Special wiring diagrams
  - g. Coordination drawings
  - h. Individual system or equipment inspection and test reports including:
    - 1) Performance curves and certifications
  - i. As applicable to the Work
2. Details
  - a. Relation of the various parts to the main members and lines of the structure
  - b. Where correct fabrication of the Work depends upon field measurements
    - 1) Provide such measurements and note on the drawings prior to submitting for approval.

G. Product Data

1. For submittals of product data for products included on the City's Standard Product List, clearly identify each item selected for use on the Project.
2. For submittals of product data for products not included on the City's Standard Product List, submittal data may include, but is not necessarily limited to:
  - a. Standard prepared data for manufactured products (sometimes referred to as catalog data)
    - 1) Such as the manufacturer's product specification and installation instructions
    - 2) Availability of colors and patterns
    - 3) Manufacturer's printed statements of compliances and applicability
    - 4) Roughing-in diagrams and templates
    - 5) Catalog cuts
    - 6) Product photographs

- 7) Standard wiring diagrams
- 8) Printed performance curves and operational-range diagrams
- 9) Production or quality control inspection and test reports and certifications
- 10) Mill reports
- 11) Product operating and maintenance instructions and recommended spare-parts listing and printed product warranties
- 12) As applicable to the Work

#### H. Samples

1. As specified in individual Sections, include, but are not necessarily limited to:
  - a. Physical examples of the Work such as:
    - 1) Sections of manufactured or fabricated Work
    - 2) Small cuts or containers of materials
    - 3) Complete units of repetitively used products color/texture/pattern swatches and range sets
    - 4) Specimens for coordination of visual effect
    - 5) Graphic symbols and units of Work to be used by the City for independent inspection and testing, as applicable to the Work
- I. Do not start Work requiring a shop drawing, sample or product data nor any material to be fabricated or installed prior to the approval or qualified approval of such item.
  1. Fabrication performed, materials purchased or on-site construction accomplished which does not conform to approved shop drawings and data is at the Contractor's risk.
  2. The City will not be liable for any expense or delay due to corrections or remedies required to accomplish conformity.
  3. Complete project Work, materials, fabrication, and installations in conformance with approved shop drawings, applicable samples, and product data.

#### J. Submittal Distribution

1. Electronic Distribution
  - a. Confirm development of Project directory for electronic submittals to be uploaded to City's Buzzsaw site, or another external FTP site approved by the City.
  - b. Shop Drawings
    - 1) Upload submittal to designated project directory and notify appropriate City representatives via email of submittal posting.
    - 2) Hard Copies
      - a) 3 copies for all submittals
      - b) If Contractor requires more than 1 hard copy of Shop Drawings returned, Contractor shall submit more than the number of copies listed above.
  - c. Product Data
    - 1) Upload submittal to designated project directory and notify appropriate City representatives via email of submittal posting.
    - 2) Hard Copies
      - a) 3 copies for all submittals
  - d. Samples
    - 1) Distributed to the Project Representative
2. Hard Copy Distribution (if required in lieu of electronic distribution)

- a. Shop Drawings
  - 1) Distributed to the City
  - 2) Copies
    - a) 8 copies for mechanical submittals
    - b) 7 copies for all other submittals
    - c) If Contractor requires more than 3 copies of Shop Drawings returned, Contractor shall submit more than the number of copies listed above.
- b. Product Data
  - 1) Distributed to the City
  - 2) Copies
    - a) 4 copies
- c. Samples
  - 1) Distributed to the Project Representative
  - 2) Copies
    - a) Submit the number stated in the respective Specification Sections.
- 3. Distribute reproductions of approved shop drawings and copies of approved product data and samples, where required, to the job site file and elsewhere as directed by the City.
  - a. Provide number of copies as directed by the City but not exceeding the number previously specified.

K. Submittal Review

- 1. The review of shop drawings, data and samples will be for general conformance with the design concept and Contract Documents. This is not to be construed as:
  - a. Permitting any departure from the Contract requirements
  - b. Relieving the Contractor of responsibility for any errors, including details, dimensions, and materials
  - c. Approving departures from details furnished by the City, except as otherwise provided herein
- 2. The review and approval of shop drawings, samples or product data by the City does not relieve the Contractor from his/her responsibility with regard to the fulfillment of the terms of the Contract.
  - a. All risks of error and omission are assumed by the Contractor, and the City will have no responsibility therefore.
- 3. The Contractor remains responsible for details and accuracy, for coordinating the Work with all other associated work and trades, for selecting fabrication processes, for techniques of assembly and for performing Work in a safe manner.
- 4. If the shop drawings, data or samples as submitted describe variations and show a departure from the Contract requirements which City finds to be in the interest of the City and to be so minor as not to involve a change in Contract Price or time for performance, the City may return the reviewed drawings without noting an exception.
- 5. Submittals will be returned to the Contractor under 1 of the following codes:
  - a. Code 1
    - 1) "NO EXCEPTIONS TAKEN" is assigned when there are no notations or comments on the submittal.
    - a) When returned under this code the Contractor may release the equipment and/or material for manufacture.
  - b. Code 2

- 1) "EXCEPTIONS NOTED". This code is assigned when a confirmation of the notations and comments IS NOT required by the Contractor.
    - a) The Contractor may release the equipment or material for manufacture; however, all notations and comments must be incorporated into the final product.
  - c. Code 3
    - 1) "EXCEPTIONS NOTED/RESUBMIT". This combination of codes is assigned when notations and comments are extensive enough to require a resubmittal of the package.
      - a) The Contractor may release the equipment or material for manufacture; however, all notations and comments must be incorporated into the final product.
      - b) This resubmittal is to address all comments, omissions and non-conforming items that were noted.
      - c) Resubmittal is to be received by the City within 15 Calendar Days of the date of the City's transmittal requiring the resubmittal.
  - d. Code 4
    - 1) "NOT APPROVED" is assigned when the submittal does not meet the intent of the Contract Documents.
      - a) The Contractor must resubmit the entire package revised to bring the submittal into conformance.
      - b) It may be necessary to resubmit using a different manufacturer/vendor to meet the Contract Documents.
6. Resubmittals
- a. Handled in the same manner as first submittals
    - 1) Corrections other than requested by the City
    - 2) Marked with revision triangle or other similar method
      - a) At Contractor's risk if not marked
  - b. Submittals for each item will be reviewed no more than twice at the City's expense.
    - 1) All subsequent reviews will be performed at times convenient to the City and at the Contractor's expense, based on the City's or City Representative's then prevailing rates.
    - 2) Provide Contractor reimbursement to the City within 30 Calendar Days for all such fees invoiced by the City.
  - c. The need for more than 1 resubmission or any other delay in obtaining City's review of submittals, will not entitle the Contractor to an extension of Contract Time.
7. Partial Submittals
- a. City reserves the right to not review submittals deemed partial, at the City's discretion.
  - b. Submittals deemed by the City to be not complete will be returned to the Contractor, and will be considered "Not Approved" until resubmitted.
  - c. The City may at its option provide a list or mark the submittal directing the Contractor to the areas that are incomplete.
8. If the Contractor considers any correction indicated on the shop drawings to constitute a change to the Contract Documents, then written notice must be provided thereof to the Developer at least 7 Calendar Days prior to release for manufacture.

9. When the shop drawings have been completed to the satisfaction of the City, the Contractor may carry out the construction in accordance therewith and no further changes therein except upon written instructions from the City.
10. Each submittal, appropriately coded, will be returned within 30 Calendar Days following receipt of submittal by the City.

L. Mock ups

1. Mock Up units as specified in individual Sections, include, but are not necessarily limited to, complete units of the standard of acceptance for that type of Work to be used on the Project. Remove at the completion of the Work or when directed.

M. Qualifications

1. If specifically required in other Sections of these Specifications, submit a P.E. Certification for each item required.

N. Request for Information (RFI)

1. Contractor Request for additional information
  - a. Clarification or interpretation of the contract documents
  - b. When the Contractor believes there is a conflict between Contract Documents
  - c. When the Contractor believes there is a conflict between the Drawings and Specifications
    - 1) Identify the conflict and request clarification
2. Sufficient information shall be attached to permit a written response without further information.

**1.5 SUBMITTALS [NOT USED]**

**1.6 ACTION SUBMITTALS/INFORMATIONAL SUBMITTALS [NOT USED]**

**1.7 CLOSEOUT SUBMITTALS [NOT USED]**

**1.8 MAINTENANCE MATERIAL SUBMITTALS [NOT USED]**

**1.9 QUALITY ASSURANCE [NOT USED]**

**1.10 DELIVERY, STORAGE, AND HANDLING [NOT USED]**

**1.11 FIELD [SITE] CONDITIONS [NOT USED]**

**1.12 WARRANTY [NOT USED]**

**PART 2 - PRODUCTS [NOT USED]**

**PART 3 - EXECUTION [NOT USED]**

**END OF SECTION**

Revision Log		
DATE	NAME	SUMMARY OF CHANGE
12/20/2012	D. Johnson	1.4.K.8. Working Days modified to Calendar Days